

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 1384      **TITLE:** LOSS PREVENTION ANALYST II      **GRADE:** S-24

**DEFINITION:**

Under general supervision, independently performs a wide range of full performance professional level work in prevention and safety on a county-wide basis, and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

Full performance professional.

**ILLUSTRATIVE DUTIES:**

*(The illustrative duties listed in this specification are representative of the class but are not an all inclusive list. A complete list of position duties and unique physical requirements can be found in the position description.)*

Proactively, develops options and strategies to resolve issues, problems and complaints;  
Conducts job hazard analysis and risk analysis for appropriate exposures;  
Develops loss prevention and risk reduction methods for immediate results;  
Responds to customer needs related to loss prevention and safety;  
Applies standard safety and loss prevention practices and regulations;  
Researches and identifies occupational safety and loss prevention policies and protocols (federal, state, and local);  
Obtains, analyzes and develops trends utilizing claims data as a basis for program priority and focus as well as cost allocation requirements for insurance fund.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

*(The knowledge, skills and abilities listed in this specification are representative of the class but are not an all inclusive list.)*

Knowledge of the mission, goals, and objectives of loss prevention, safety and risk management program(s)  
Knowledge of the principles, practices and techniques relating to loss prevention and safety;  
Ability to perform a variety of increasingly complex work in areas relating to loss prevention and safety;  
Ability to identify possible solutions for solving business problems;  
Ability to communicate effectively orally and in writing;  
Ability to use word processing, spreadsheet, and presentation software to prepare documents and to store, manipulate, analyze and present information;  
Ability to train and supervise staff.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience, and training equivalent to the following:  
Graduation from an accredited four-year college or university with a bachelor's degree in the field related to financial management, business management, occupational safety and health, loss prevention and/or safety;

PLUS

Two years of professional work experience within loss prevention and safety.

**CERTIFICATES AND LICENSES REQUIRED:**

None.

**NECESSARY SPECIAL REQUIREMENTS:**

Positions in this class may be subject to criminal history records checks and/or credit checks as a condition of initial or continued employment.

ESTABLISHED: November 16, 2009